



Code: 0926

Family: Public Relations and Creative Arts

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Audio-Visual

CLASS TITLE: TELEVISION PRODUCTION SPECIALIST

CHARACTERISTICS OF THE CLASS

Under general supervision, the class performs a full range of video production activities to support and provide content for the City's Municipal Cable station, and performs related duties as required

ESSENTIAL DUTIES

- Researches topics and gathers information from various sources to conceptualize and develop program content for the Municipal Cable station
- Coordinates and participates in pre-production planning activities (i.e., equipment selection, location scouting)
- Sets up and operates audiovisual production equipment to obtain video footage for use in programming and segments
- Oversees technical crew work assignments during field productions
- Operates a personal computer and uses non-linear editing software to organize, edit, and format raw footage into coherent segments
- Determines specific audio, visual effects and music components necessary to complete segments
- Prepares and compresses video files for dissemination and video streaming
- Performs preventative and routine maintenance on video production equipment
- Loads and unloads audio and video production equipment, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Broadcasting, Television Production, Journalism or a directly related field, plus two years of work experience in video and film production, or an equivalent combination of training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment
- General television studio environment
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

- Audio and video production equipment (e.g., HD video cameras, microphones, tripods, lighting)

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to access staircases, ladders, and/or step stools

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *media production, communication, and dissemination techniques and methods
- *operating audio and video production equipment
- *applicable computer software and non-linear editing applications

Some knowledge of:

- production management
- researching and conceptualizing program topics
- conducting interviews

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- TIME MANAGEMENT - Manage one's own time or the time of others
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- EQUIPMENT MAINTENANCE – Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- OPERATION AND CONTROL – Control operations of equipment or systems

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- COME UP WITH IDEAS - Come up with a number of ideas about a topic
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

October, 2013